



~~SECRET~~
Security Information

MACHINE RECORDS BRANCH

Statement of Functions

1. The Machine Records Branch is responsible for providing electrical accounting machine services for Agency administrative requirements.
2. Formulates methods of presenting statistical and accounting data and prepares for publication certain reports for operating purposes.
3. Conducts studies of Agency reporting procedures to determine those adaptable to machine methods.
4. Collaborates with officials of the Agency desiring machine tabulations; proposes operating systems and develops and writes detailed machine operating procedures.
5. Examines and reviews the form, content and procedures of the accounting and statistical systems continuously and makes recommendations based on studies to obtain the highest degree of efficiency in Agency reporting systems.
6. Processes accounting and statistical data through various types of International Business Machine equipment to furnish final accounting and statistical reports in accordance with Agency requirements.

~~SECRET~~
Security Information